Oklahoma State Department of Education
Driver Education

<u>INSTRUCTIONS AT A GLANCE</u>

State Department of Education (SDE) and State Department of Public Safety (DPS)
Adobe Acrobat Reader Required for Viewing PDF files (Download free from www.adobe.com)

	Instructor Certification, Assurances, and Permit (ICAP)	Documentation of Reading Proficiency (DPS Form)	Application for Prior Year Reimbursement	Driver Education Student Roster (for current semester/session)
Due Date	**Before Class Begins: Allow at least Ten (10) Days for Processing**		**No later than October 15**	See Below
Access SDE Web site	Yes: Web Only Print PDF file for completion (Adobe Acrobat Reader required)	No—Contact Dept. of Public Safety, Dr. License Exam. Division (405) 425-7745	Yes: Web Only (Adobe Acrobat Reader required)	Yes: Web Only Print PDF file for completion (Adobe Acrobat Reader required)
Other			**Required:** Submit <u>Completed</u> Student Roster **(with final grades shown)** with Application (Reimbursement) Form	
Other	Signatures <u>Required</u>: 1. Instructor 2. SDE Official 3. DPS Official		Signatures <u>Required</u>: Superintendent	Signature <u>Required</u>: Instructor
Other			**Mail to SDE for RAO Signature.**	Completed roster for current semester/session must be in vehicle

	Certificate of Enrollment/ Completion (Green) Cards	Student Enrollment Card Instruction Sheet	Driver Education Permit (DPS)	Your Notes
Due Date	N/A	N/A		
Access SDE Web site	*Not on Web: Cards will be mailed with approved copy of ICAP form*	Yes	No	
Other	Keep cards in a **secured area**		Will be renewed by DPS and attached to ICAP upon return to district	
Other	Issue cards to students in **numerical order**		Permit must be in vehicle during driving instruction	